



## CHAPTER 13 FILING GUIDELINES FOR CM/ECF USERS



**These items should be filed together as one PDF:**

- ☐ **Voluntary Petition (3 pages)**
- ☐ **Schedules A - J with Declaration and Summary of Schedules**
- ☐ **Statement of financial affairs with Declaration**
- ☐ **Notice to Individual Debtor under 11 U.S.C. § 342(b), if applicable**
- ☐ **Statement disclosing attorney compensation**

**Each of these documents MUST be filed separately from any other documents:**

- ☐ **Statement of Current Monthly Income and Disposable Income Calculation (Official Form 22C).**
  - Use filing event located under Bankruptcy > Other / Miscellaneous > **Chapter 13 Statement of Current Monthly and Disposable Income**
- ☐ **Credit Counseling Certificate (or Certificate of Exigent Circumstances, or Motion for Exemption from Credit Counseling)**
  - Use filing event located under Bankruptcy > Other / Miscellaneous > **Certificate of Credit Counseling**
  - If filing Certificate of Exigent Circumstances, use filing event located under Bankruptcy > Other / Miscellaneous > **Exigent Circumstances re: Credit Counseling**
  - If filing Motion for Exemption from Credit Counseling Requirement, use filing event located under Bankruptcy > Motions/Applications > **Exemption from Credit Counseling Course**
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.**
  - Use filing event located under Bankruptcy > Other / Miscellaneous > **Employee Income Records**
  - If debtor has no payment from an employer, use filing event located under Bankruptcy > Other / Miscellaneous > **Employee Income Records-Statement or Certification of No Employer Income**
- ☐ **Chapter 13 Plan**
  - Use filing event located under Bankruptcy > Plans/Disclosure Statements > **Chapter 13 Plan**

**Questions? Call the Help Desk:**

Tallahassee, Gainesville & Panama City Divisions  
(888) 765-1752

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(888) 765-1751